

# **Brochure of Channel of Submission & Level of Final Disposal**

**(Revised as on 26.02.2009)**



**Government of India  
Ministry of Urban Development  
Coordination Division  
Nirman Bhavan, New Delhi – 110011  
Tel. No. 23061062**

**No.A-46020/113/2008 –Coord**  
**Ministry of Urban Development**  
**( Coordination Division)**

New Delhi, dated the 26<sup>th</sup> February,2009

**OFFICE MEMORANDUM**

**Subject: Specification of level of final disposal and Channel of submission cases dealt in Sections/ Divisions in the Ministry of Urban Development.**

A brochure indicating the level of final disposal and channel of submission in respect of cases dealt with in various Sections/ Divisions of this Ministry was last issued vide O.M. No.I-26011/7/98-WSU dated 15<sup>th</sup> Sep,1999. In terms of Para 22 of the Manual of Office Procedure, a review of the brochure was undertaken and on the basis of information received from various Sections/Divisions the brochure has been revised. A copy of the revised brochure is enclosed for information and guidance.

2. While disposing of the cases in accordance with the level prescribed in the brochure, the Officers concerned would no doubt keep in view the requirements laid down in the relevant rules, regulations and other instructions issued by the Government from time to time as well as the requirement of consulting the integrated Finance, Ministry of Finance and other ministries/ Departments etc., wherever necessary.

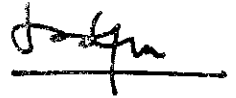
3. Even though, as per the brochure, certain category of cases need not be passed through the DS/Director or JS/AS, these officers would continue to remain overall in charge of the work of their respective Divisions or Wings, notwithstanding the level of final disposal / Channel of submission specified for those cases in the brochure. The issue of this brochure does not bar informal discussions, wherever necessary, with the officers concerned on cases which are not required to be routed through them. Wherever level jumping is done in respect of any category of cases, each such case on return would pass through the officers of all the level jumped over who in suitable cases could resubmit the case for reconsideration.

4. In respect of category of cases where level of final disposal has been indicated as Minister in the brochure, the case will be submitted to the Minister concerned as per the distribution of work between them. The level of final disposal in respect of the following category of cases in all Divisions/ Sections will be Minister:

- (a) Final disposal of representation from General Public received through MPs or VIPs addressed to Minister.
- (b) Training programme / Study Tours, Conferences, Tours and visits abroad.

**5. In addition, the following points are also to be kept in view:-**

- i) All policy matters are to be finally decided with the approval of the Minister in-charge. AS/JS of the Wing to take a view in this regard.
- ii) The channel of submission at the level of final disposal is subject to any revision with the approval of Secretary (UD).
- iii) Approval of Joint Secretary concerned is to be obtained invariably before referring the file to Ministry of Law/DOP&T for seeking their advice on the advisability or otherwise of challenging the order of a Court/CAT.
- iv) Approval of CVO is to be obtained invariably before referring the file to Ministry of Law/DOPT etc., for their advice on the advisability or otherwise of challenging the order/judgment of a Court/CAT arising out of disciplinary proceedings contemplated/on-going/concluded. Approval of disciplinary/ Appointing authority of the officer concerned is to be obtained before orders complying with the order of a Court/CAT are issued.
- v) As the posts of Director and Deputy Secretary are interchangeable, the channel of submission is to be read accordingly.
- vi) All Cabinet notes are to be approved by Hon'ble UDM.



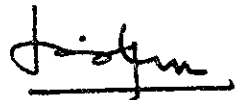
(J.P. Agrawal )  
Director (Coord & PG)

To

1. All officers of the rank of Under Secretaries and above in the Sectt
2. All Divisions/ Section in the Sectt
3. Heads of all attached /Subordinate offices under this Ministry.

**Copy to:-**

1. Department of AR&PG, Sardar Patel Bhavan, New Delhi



(J.P. Agrawal )  
Director (Coord & PG)  
Tel No: 23061425

# MINISTRY OF URBAN DEVELOPMENT

## BROCHURE SHOWING LEVEL OF FINAL DISPOSAL AND CHANNEL OF SUBMISSION OF CASES DEALT VARIOUS DIVISIONS/SECTIONS

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## MINISTRY OF URBAN DEVELOPMENT

### 1. ADMINISTRATION-I AND ADMINISTRATION-IV SECTIONS

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Framing and amendment of recruitment rules for Gr. 'A' and Gr. 'B' posts	Minister	SO/US/ Dir/JS/ Secy
2.	Appointment / promotion/ retirement of Gr. 'A' Officers.	Minister	SO/US/ Dir/JS/ Secy
3.	Training/ Deputation abroad	Minister	SO/US/ Dir/JS/ Secy
4.	Intimation under Conduct Rules reg. transaction of movable/ immovable property in respect of officers of the level of JS and above	Minister	SO/US/ Dir/JS/ Secy
5.	All cases of foreign assignment	Minister	SO/US/ Dir/JS/ Secy
6.	Training / Deputation of officers of the level of DS and above in India	Secretary	SO/US/ Dir/JS/ Secy
7.	Appointment on compassionate ground where there is already an earning member in the family	Secretary	SO/US/ Dir/ JS
8.	No objection for extension of deputation of Gr. 'A' Officers to other cadres	Secretary	SO/US/ Dir/ JS
9.	Intimation under conduct Rules regarding transaction of moveable/immovable property in respect of IAS Officers upto the level of Director.	Secretary	SO/US/ Dir/JS
10.	Framing of recruitment rules for Gr. 'C' posts	Secretary	SO/US/ Dir/ JS
11.	Appointment/promotions/retirement, etc of Group 'B' Officers	JS	SO/US/ Dir
12.	Training/Deputation of Gazetted Officers below the level of DS	JS	SO/US/ Dir
13.	Forwarding of applications of Group 'A' Officers for posts within India	JS	SO/US/ Dir
14.	NBR promotions in Group 'B' & 'C'	JS	SO/US/ Dir
15.	Appointment on Compassionate grounds where	JS	SO/US/ Dir

	there is no earning member in the family		
16.	Intimation under conduct rules regarding transaction of moveable/immoveable property in respect of Group 'A' ( other than IAS Officers) upto the level of group 'B' officers	JS	SO/US/ Dir
17.	Forwarding of applications of Group 'B' Gazetted Officers.	Director	SO/US
18.	Appointments/Promotions/Retirement of group 'C' employees	Director	SO/US
19.	Training/Deputation of Non-Gazetted staff	Director	SO/US
20.	Extension of deputation of group 'B' Officers to other cadres	Director	SO/US
21.	Forwarding of application of Gr 'B' (non-Gazetted) Staff	Dir	SO/US
22.	No Objection for extension of deputation of Gr. 'C' staff to other cadres	Dir	SO/US
23.	Acceptance of nominations	Director	SO/US
24.	Intimation under conduct rules regarding transaction of moveable/ immoveable property in respect of group 'C' officials	Director	SO/US
25.	Forwarding of application for Gr. 'C' staff	Dir	SO/US
26.	Sanction of leave recommended by the superior officer	SO	-
27.	Attestation of entries in the Service Book	SO	-
28.	Forwarding of application on the KVS Schools for admission of children of Non-Gazetted Gr'B' and Group 'C' employees on behalf of their Head Office	US	SO
29.	Acceptance of declaration of Home Town for the purpose of LTC from Non-Gazetted Gr. 'B' and Gr. 'C' employees at the time of appointment on behalf of their Controlling Officer	SO	-

30.	Counter signature of nomination for DCR Gratuity in respect of Non-Gazetted Gr.'B' and Group 'C' employees on behalf of Head of Office	SO	-
31.	Signature in "Form -3- details of family" of non-gazetted group 'B' and 'C' employees on behalf of Head of Office	SO	-
32.	Countersignature of nomination for CGEGIS from non-gazetted group 'B' & 'C' employees on behalf of Head of Office	SO	-
33.	Certificate of age and pay endorsed in the surety forms executed by permanent non-gazetted group 'B' & 'C' employees	SO	-

## 2. ADMINISTRATION –II

Sl. No.	Category of Cases	Level of Final disposal	Channel of Submission
1.	GPF Advance / withdrawal above 75% and upto 90%	Secretary	SO/US/Dir/JS
2.	Air Travel by non entitled officers	Secretary	SO/US/Dir/JS
3.	(A) Relaxation of eligibility in respect of Motor Car Advance (B) Motor Car Advance (for entitled employees)	Secretary	SO/US/Dir/JS
4.	Farming of sect. Budget ( BE & RE)	Joint Secretary	SO/US/Dir/JS
5.	GPF Advance / withdrawal for all officers upto US	Dir	SO/US/Dir/JS
6.	GPF Advance / withdrawal all officers of DS level and above	JS	SO/US/Dir/JS
7.	Scooter Advance	US	SO/US/Dir/JS
8.	LTC Festival advance	US	SO/US/Dir/JS
9.	Cycle/Fan/ natural calamity advance	SO	—
10.	Payment of of connivance hire charge above Rs.15/-	SO	—
11.	TA Advance	SO	—
12.	Final payment of GPF balance on retirement	SO	—

### 3. ADMINISTRATION-III SECTION

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Purchase of telephone equipments i.e.KTS	JS(F)	SO/US/Dir/JS
2.	Application for new installation of telephone as and when required	JS	SO/US/Dir
3.	Grant of permission for treatment in Govt. recognized Hospital	JS	SO/US/Dir
4.	Approval / Sanction for the payment of Entertainment charges in respect of Ministers/ Officers of this Ministry	JS	SO/US/Dir
5.	Matters relating maintenance/purchase etc. of staff cars	Dir	SO/US
6.	Purchase/maintenance of Office equipment etc.	Dir	SO/US
7.	Disposal of old furniture items etc.	Dir	SO/US
8.	AMC for the KTS	Dir	SO/US
9.	AMC to Autodialers	Dir	SO/US
10.	All work related to office automation like computerisation	Dir	SO/US
11.	Printing of Telephone Directory/ Table top Telephone list of Ministry	Dir	SO/US
12.	PTI News Scan installation, passing bills of subscription.	Dir/US	SO/US
13.	Deployment of Staff Car Drivers.	US	SO
14.	Passing of the bills of Telephones with official Residential telephone of this Ministry	US	SO
15.	Shifting of Telephone	US	SO
16.	Mutual Exchange of Telephone on transfer of officer	US	SO
17.	RAX Shifting.	US	SO
18.	Forwarding of applications for allotment/acceptance of general pool accommodation	US	SO
19.	Sending of periodical returns/reports/material for the Annual Report etc.	US	SO
20.	Establishment matters in respect of employees of the Departmental Canteen of the Ministry.	US	SO
21.	Booking of Conference room.	US	SO

22.	Submission of Half yearly return in respect of retiring Govt.servant.	US	SO
23.	Verification of qualifying service	US	SO
24.	Reports regarding record/review/weeding out old files.	US	SO
25.	Arrangments for Annual inspection of Record Room.	US	SO
26.	Monitoring of HBA Budget in respect of Sectt. Of this Ministry.	US	SO
27.	Renewal of License of Fruit Stall at 2 <sup>nd</sup> floor.	US	SO
28.	Approval/ sanction for the payment of waes to the Group 'D' staff with Temporry status working in the Department Canteen of this Ministry.	US	SO
29.	Approval/Sanction for the payment of wages in this office of arbitrator Janpath.	US	SO
30.	Payment of photographs in respect of Identity Cards.	US	SO
31.	Issue of fuel etc. to Staff Cars.	SO	
32.	Issue of Stationery Items etc.	SO	
33.	Supervision of CR Section	SO	Supervisor(CR)
34.	Deployment of Group 'D' staff in the Ministry	SO	
35.	Forwarding of application for the issue of Central Sectt. Library Card to the Officials of this Ministry.	S.O	
36.	Sending of Periodical returns/reports etc.	S.O	

Channel of Submission

**4. FINANCE DIVISION**

1	Financial proposals of CPHEEO requiring concurrence/advice of FA	FA	US (DI) – Dy. Secretary (F)
2	Financial proposals CPHEEO requiring concurrence/advice of MoF	MoF	US (DI) – Dy. Secretary (F) – FA
3	Foreign deputation of officials of M/o UD upto the level of Joint Secretary	Minister for UD	US (DI) – Dy. Secretary (F) - FA
4	Foreign deputation of officials of M/o UD above the level of Joint Secretary	Screening Committee of Secretaries	US (DI) – Dy. Secretary (F) -FA
5	Appraisal of schemes/projects of UD Divisions of MoUD costing upto Rs.15 crores	Secy. (UD)	US (D II) – Dy. Secretary (F) - FA
6	Appraisal of schemes/projects of UD Divisions of MoUD costing Rs.15 – 50 crores	SFC headed by Secy. (UD)	US (D II) – Dy. Secretary (F) – FA
7	Appraisal of schemes/projects of UD Divisions of MoUD costing Rs.50 – 150 crores	EFC headed by Secy. (UD)	US (D II) – Dy. Secretary (F) – FA
8	Appraisal of schemes/projects of UD Divisions of MoUD costing more than Rs. 150 crores	EFC headed by Secy. (Exp.), MoF	US (D II) – Dy. Secretary (F) – FA
9	Vetting of Cabinet Notes of UD Divisions of MoUD	FA	US (D II) – Dy. Secretary (F)
10	Financial proposals of UD Divisions of MoUD requiring concurrence/advice of FA	FA	US (D II) – Dy. Secretary (F)
11	Financial proposals of UD Divisions of MoUD requiring concurrence/advice of MoF	MoF	US (D II) – Dy. Secretary (F) – FA
12	Financial proposals of UT Division of M/o UD requiring concurrence/advice of FA	FA	US (D II) – Dy. Secretary (F)
13	Financial proposals UT Division requiring concurrence/advice of MoF	MoF	US (D II) – Dy. Secretary (F) – FA
14	Appraisal of schemes/projects of Works and Delhi Divisions of MoUD costing upto Rs.15 crores	Secy. (UD)	US (F) – Dy. Secretary (F) - FA
15	Appraisal of schemes/projects of Works and Delhi Divisions of MoUD costing Rs.15 – 50 crores	SFC headed by Secy. (UD)	US (F) – Dy. Secretary (F) – FA
16	Appraisal of schemes/projects of Works and Delhi Divisions of	EFC headed by Secy.	US (F) – Dy. Secretary (F) – FA

	MoUD costing Rs.50 – 150 crores	(UD)	
17	Appraisal of schemes/projects of Works and Delhi Divisions of MoUD costing more than Rs. 150 crores	EFC headed by Secy. (Exp.), MoF	US (F) – Dy. Secretary (F) – FA
18	Vetting of Cabinet Notes of Works and Delhi Divisions of MoUD	FA	US (F) – Dy. Secretary (F)
19	Financial proposals of Works and Delhi Divisions of MoUD requiring concurrence/advice of FA	FA	US (F) – Dy. Secretary (F)
20	Financial proposals of Works and Delhi Divisions of MoUD requiring concurrence/advice of MoF	MoF	US (F) – Dy. Secretary (F) – FA
21	Financial proposals of Administrative matters of MoUD requiring concurrence/advice of FA	FA	DO (III) – Dy. Secretary (F)
22	Financial proposals of Administrative matters of MoUD requiring concurrence/advice of MoF	MoF	DO (III) – Dy. Secretary (F) – FA
23	Financial proposals of PSP Division of M/o UD requiring concurrence/advice of FA	FA	DO (III) – Dy. Secretary (F)
24	Financial proposals of PSP Division of M/o UD requiring concurrence/advice of MoF	MoF	DO (III) – Dy. Secretary (F) – FA
25	Financial proposals of Dte. Of Estates requiring concurrence/advice of FA	FA	DO (III) – Dy. Secretary (F)
26	Financial proposals of Directorates requiring concurrence/advice of MoF	MoF	DO (III) – Dy. Secretary (F) – FA
27	Financial proposals of L& DO requiring concurrence/advice of FA	FA	AO (L) – Dy. Secretary (F)
28	Financial proposals of L&DO requiring concurrence/advice of MoF	MoF	AO (L) – Dy. Secretary (F) – FA
29	Financial proposals of PSUs under M/o UD requiring concurrence/advice of FA	FA	AO (L) – Dy. Secretary (F)
30	Financial proposals of PSUs under M/o UD requiring concurrence/advice of MoF	MoF	AO (L) – Dy. Secretary (F) – FA

## 5. BUDGET SECTION

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	All Budgetary matters relating to Demand No. 100 UD, 101 PW & 102 S&P	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
I	Preparation & Compilation of Statement of Budget Estimates (SBEs)	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
Ii	Notes on Demands for Grants (Plan Budget)	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
Iii	Re-appropriation of funds for establishment related	Secy (UD) / JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
Iv	Re-appropriation from one head to another within the provisions of DFPRs	JS & FA / Secy (UD) / Min. of Fin.	SO (Bt. I) / DS (Bt. I) / CCA
V	Issue of Statement of Accepted Estimates (SAEs)	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
Vi	Seeking Supplementary Demands for Grants	Secy (UD) / JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
Vii	Preparation of Final Requirements of Funds	Secy (UD) / JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
Viii	Issue of Savings and Surrenders Statement	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
2.	Issue of Budget Circulars & Circulation of Circulars from Ministry of Finance, Economic Instructions etc.	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
3.	Finance Minister's Budget Speech, Coordination and implementation of Budget Announcements	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
4.	Continuation of Temporary Posts	Secy (UD) for Group A posts & JS & FA for Group B & C posts	SO (Bt. I) / DS (Bt. I) / CCA
5.	Review of Physical & Financial Progress for Pre-budget discussions with Secretary (Exp.)	Secy (UD) / JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
6.	Parliament Questions	UDM / Secy (UD) / JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
7.	Gender Base Budgeting	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA

8.	RTI Act	DS ( Bt.I)	SO ( Bt.I)
9.	Government of India Guarantees	JS & FA	SO (Bt. I)/DS (Bt. I)/CCA
10.	Preparation of Outcome Budget	UDM / Secy (UD)	SO (Bt. I) / DS (Bt. I) / CCA / JS&FA / Secy (UD)
11.	Fiscal Responsibility & Budgetary Management Rules (FRBM)	Secy (UD) / JS&FA	SO (Bt. I) / DS (Bt. I) / CCA
12.	Loan's & Advances to Central Govt. Employees	CCA	SO (Bt. I) / DS (Bt. I)
13.	Annual Plans	Secy (UD)	SO (Bt. I) / DS (Bt. I) / CCA / JS & FA
14.	Internal & External Budgetary Resources (IEBR)	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
15.	CAG report – coordination of	Secy (UD) / JS&FA	
16.	Action Taken Notes	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
17.	Draft Audit Paras, Inspection Reports (Internal Audit)	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
a)	Matters relating to Parliamentary Standing Committee on UD	UDM / Secy (UD)	SO (Bt. I) / DS (Bt. I) / CCA / JS & FA
b)	Preparation / Authentication of Detailed Demand for Grants (DDGs)	UDM / Secy (UD)	SO (Bt. I) / DS (Bt. I) / CCA / JS & FA
18.	Opening of New Head of Account	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
19.	Reports & Returns to be sent to M/o Finance / Planning Commission	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
20.	Unspent Balances relating to Ministry of UD	JS & FA	SO (Bt. I) / DS (Bt. I) / CCA
21.	Performance Review of Annual Plan by Planning Commission	Secy (UD)	SO (Bt. I) / DS (Bt. I) / CCA / JS & FA
22.	Review of Monthly Plan Exp. UD	Secy (UD)	SO (Bt. I) / DS (Bt. I) / CCA / JS & FA
23.	Updating the material on Website	CCA	SO (Bt. I) / DS (Bt. I)

## 6. HOUSING-III SECTION

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Revision/modification/liberalization of rules/procedure and general policy.	JS & FA	Secretary
2.	Condonation of delay in insurance of house.	SO/US/DFA	JS & FA
3.	Condonation of delay in mortgaging.	-do-	JS & FA
4.	Condonation of delay in construction of house.	-do-	JS & FA
5.	Relaxation of HBA rules in individual cases including condonation of irregularity of routine nature in the observance of the rules.	-do-	JS & FA
6.	Approval of self-financing schemes of State Housing Boards for grant of HBA to Central Govt. employees.	-do-	JS & FA
7.	Recovery of outstanding amount of HBA and interest thereon from the heirs of deceased loanees and from those loanees who cease to be in service.	-do-	JS & FA
8.	Misc. representation reg. HBA;		
	(i) addressed to Minister (ii) others	SO/US/DFA SO/US	JS & FA DFA
9.	Clarification and interpretations with regard to procedural aspects of HBA	SO/US	DFA

## 7. VIGILANCE UNIT

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	General Vigilance Administration	CVO	US/Dy. CVO
2.	Complaints having vigilance angle against the staff working in the Ministry/Attached and Subordinate Offices and staff of Public Sector Undertakings/ Autonomous Bodies where President is the Appointing Authority.	CVO	US/Dy. CVO
3.	Disciplinary proceedings (involving Vigilance angle) against Gazetted and Non-Gazetted Officers in the Ministry of Urban Development/Ministry of Housing & Urban Poverty Alleviation and Group 'A' Officers working in the Attached/Subordinate Offices under the Ministry of Urban Development and the Ministry of Housing & Urban Poverty Alleviation.	Disciplinary Authority Concerned	US/Dy. CVO/ CVO/ Secy (As the case may be).
4.	Reconsideration of CVC's advice	Secretary.	US/Dy. CVO/CVO
5.	Appeals / Revision / Review Petitions / Memorials, etc. arising out of disciplinary proceedings.	Appellate/ Revisionary/ Reviewing Authority concerned	US/Dy. CVO/CVO (As the case may be)
6.	Court Cases.	CVO	US/Dy. CVO
7.	Appointment of Chief Vigilance Officers and Vigilance Officers in Attached and Subordinate Offices.	CVO	US/Dy. CVO
8.	Various vigilance reports/returns prescribed by DoPT/PMO/Cabinet Secretariat/CVC/ CBI.	CVO	Dealing Assistant/US/ Dy. CVO

9.	Issue of vigilance clearance	Dy CVO/CVO (As the case may be).	US/Dy CVO (As the case may be).
10.	Issue of AV Series Circulars	US	Dealing Assistant
11.	Vigilance Clearance for appointment of Board-level Officers recommended by the Public Enterprises Selection Board.	CVO	US/Dy. CVO

**NB:**

1. Vigilance cases pertaining to the officers of and above the level of Chief Engineer in the CPWD/Heads of Departments of other Attached/Subordinate Offices/Board-level Officers of PSUs in the administrative control of the Ministry of Urban Development/Ministry of Housing & Urban Poverty Alleviation or equivalent level officers are to be submitted through the Secretary concerned for consideration/approval of the Disciplinary Authority.

2. Vigilance cases in respect of all Groups of Officers in the Main Secretariat of the Ministries of Urban Development/ Housing & Urban Poverty Alleviation for whom President is the Disciplinary Authority, files on vigilance cases would be put up by the CVO through the Secretary of the Department concerned.

## 8. COORDINATION SECTION

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Coordination works relating to comments on State Bills /Acts received through the other Ministries.	Minister	SO/US/Dir/EA/Secy
2.	Completion and forwarding of material for President's Address to both Houses of Parliament during budget session. Legislative proposals for inclusion in the President's Address.	-do-	-do-
3.	Draft Cabinet Notes	-do-	-do-
4.	Prime Minister's broadcast to the nation	-do-	-do-
5.	Annual report compilation and arrangement of information printing, delivery distribution.	-do-	-do-
6.	Monthly report for Cabinet on important Events/monthly summary for the cabinet. Implementation of decision of Cabinet Committee(s)-Monthly and fortnightly reports.	Secy	SO/US/Dir/EA
7.	Matters relating to security viz. Namely departmental security instructions, ministerial War book ,security inspections	-do-	-do-
8.	Matters relating to Committee of Cabinet/ Group of Ministers etc. requiring coordination work	-do-	-do-
9.	Minutes of Staff meeting under the chairmanship of Secretary.	-do-	-do-
10.	Compilation of data regarding achievements for furnishing to PMO/PIB etc.	-do-	-do-
11.	Orders and instructions on matters relating to allocation on business Transaction of Business rules and Warrant of precedence.	EA	SO/US/Dir
12.	Civil Defense and Home Guards, Fire Service Day.	-do-	-do-
13.	Inter State Council	-do-	-do-
14.	Court Cases allocation to concerned sections/offices when particulars are not clear.	EA(wherever necessary) Director	SO/US
15.	Decision regarding handling of disputed receipts.	EA(wherever necessary) Director	SO/US
16.	Circulation of papers relating to Trade Fairs.	-do-	-do-

17.	Circulars of vacancies notices for foreign assignments (except those pertaining to housing, UD, LSG, Works and also those under Colombo Plan.) training programmes in foreign countries, fellowship etc. incl. Rules regarding deputations/delegations abroad.	Director	SO/US
18.	Circulation of orders on establishment matters eg. DA, bonus, pension, pay, deputation (within country) CR, GPF, Staff cars, uniform DCRG, GPF, LTC, ATA, CGEIS, increment, honorarium, OTA, Allowances etc.	-do-	-do-
19.	Returns relating to employment of ex-serviceman.	-do-	-do-
20.	Quarterly returns on letters received from MPs/VIPs.	-do-	-do-
21.	National Integration Week celebration. Observance of Anti-Terrorism Day and Sadbhavana Divas.	Minister/ Secretary	SO/US/Dir/EA
22.	Nomination for various awards such as Sharam Award, Padama, Indira Priya Darshani Vrikshamitra Award etc.	Secretary	-do-
23.	Fund raising for Red Cross Flag day, Armed Force Flag Day NFCH Flag Day	Director	SO/US
24.	Republic Day / Independence Day Celebrations-collection information and Distribution of Invitation Cards and other work relating to these celebrations.	-do-	-do-
25.	Twenty Point Programme	Secretary	SO/US/Dir/EA
26.	Preparation and distribution of Induction Material and Channel of Submission of the Ministry	-do-	-do-
27.	Co-ordination works relating to the use of Information Technology in the offices. Implementing and monitoring progress of the e-governance in respect of the Ministry such as implementation of minimum agenda for e-governance.	-do-	-do-
28.	Disaster Management	-do-	-do-
29.	Follow up action on Sachar Committee.	Secretary	SO/US/Dir/EA
30.	Fifteen point Programme- Annual Report on Minorities	-do-	-do-
31.	Annual Reports reg. Representation of SCs, STs,OBCs and Persons with Disabilities	-do-	-do-

## 9. PUBLIC GRIEVANCE CELL

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Forwarding of Public grievances received to concerned offices etc.	Public Grievance Officer	SO
2.	Compilation of various returns to be sent to different Ministries	Public Grievance Officer	SO
3.	Public Grievance cases – examination, follow up action and monitoring.	Director of Grievances/ Public Grievance Officer	SO / Public Grievance Officer
4.	Co-ordination work in r/o Employees' grievances and their disposal	Director of Grievances	SO / Public Grievance Officer
5.	Reports for review meetings held in Ministry, D/o AR&PG and Dte. of PG, Cabinet Secretariat.	Director of Grievances	SO / Public Grievance Officer



## 11. P.I. CELL

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Forwarding of applications/appeals received in this cell directly or indirectly from various sources to the concerned CPIOs/Appellate Authorities in the Ministry as well as all the attached/subordinate offices of the Ministry with issue of acknowledgement letter to the applicants in a time-bound manner.	Dir (Coord. & PG)	SO(PIC)
2.	Forwarding of applications/appeals received in this cell directly or indirectly from various sources to the concerned CPIOs/Appellate Authorities in the Ministry as well as all the attached/subordinate offices of the Ministry with issue of acknowledgement letter to the applicants in a time-bound manner	Dir(Coord & PG)	SO(PIC)
3.	In cases where subject matter of RTI applications pertains to our attached/subordinate offices as well as other Ministries / Departments and where the application fee sent is found to be invalid one, the disposal of applications is made at the level of this Cell.	Dir(Coord & PG)	SO(PIC)
4.	In cases of those applications where information is sought regarding various aspects of the implementation of the RTI Act in this Ministry, the requisite information to the applicant is supplied by this Cell.	Dir(Coord & PG)	SO(PIC)
5.	Maintenance of proper filing system to keep applicant-wise file record of all applications/appeals and other related correspondence pertaining to these applications/ appeals received in the Ministry for the purpose of compilation/submission of RTI Annual Return to the CIC.	EA/Secy(UD)	SO(PIC)/ Dir(Coord & PG)/

6.	Dealing with various references received from Deptt. of Personnel & Training/Central Information Commission regarding various aspects of implementation of the RTI Act, 2005.	EA/Secy(UD)	SO(PIC)/Dir (Coord & PG)
7.	Regular updation of the list of CPIOs/AAs on the Ministry website.		SO(PIC)/Director (Coord. & PG)
8.	Submission of the status of all RTI applications/appeals pending with CPIOs/AAs in the Ministry to the Secy(UD) for his perusal on weekly basis through the consolidated Weekly Status Report.	EA/ Secy(UD)	SO(PIC)/Director (Coord. & PG)
9.	Submission of RTI Annual Return in respect of Applications/Appeals received in the Ministry as well as all attached/subordinate offices of the Ministry to the CIC.	EA /Secy(UD)	SO(PIC)/ Director (Coord. & PG)
10.	Issue of Receipts to the members of the public against deposit of RTI application fee in cash in person in this Cell.	SO(PIC)	
11.	Maintenance of record of all application fee received from the applicants in cash as well as through Indian Postal Orders/ Demand Drafts.	SO(PIC)	
12.	Deposit of all RTI application fee collected in the form of cash /IPOs/DDs from the applicants in this Cell to the Admn.II(Cash ) Section of the Ministry on regular intervals.	SO(PIC)	

## 12. JCM & WELFARE CELL

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Nomination of staff side members in the National Council (JCM) against two seats allocated to this Ministry.	Secretary	US/Director/EA
2.	Approval of agenda items suggested the staff side for the meeting of the Departmental Council (JCM) of the Ministry	Secretary	US/Director/EA
3.	Minutes of the meeting of the Departmental Council (JCM)	Secretary	US/Director/EA
4.	Acceptance of nomination of staff side members in the Departmental Council (JCM)	Secretary	US/Director/EA
5.	Approval of agenda items suggested by the staff side and minutes of the meeting of the Office Council (JCM) of this Ministry.	EA/JS	US/Director
6.	Acceptance of the nomination of the staff side members in the Office Council (JCM) of the Ministry.	EA/JS	US/Director
7.	Forwarding material called for the Department of Personnel & Training for consideration by the National Council / Committee of the National Council after the collection from various Divisions/ Offices.	EA/JS	US/Director
8.	Forwarding brief/action taken notes in respect of items relating to the Ministry of urban Development for meeting of the national Council (JCM) received from the concerned Division/Offices of the Ministry.	Director	US
9.	All the matters regarding Departmental Canteen in which financial implication in respect of canteen funds of the Ministry.	Director	Welfare Asstt/Welfare Officer
10.	Misc. routine matters i.e. day to day work of the Departmental Canteen i.e. quality control of various eatable items sold by the Canteen, purchase of crockery, equipment, utensils, cutlery and furniture etc.	Director	Welfare Asstt/Welfare Officer

11.	Holding the meeting of the Managing Committee of the Departmental Canteen etc.	Director	Welfare Asstt/Welfare Officer
12.	Release of grant-in-aid to the Recreation Clubs of the Ministry and its Attached/Subordinate offices located in Delhi.	Director	Welfare Asstt/Welfare Officer
13.	Benevolent fund.	Director	Welfare Asstt/Welfare Officer
14.	Misc. representations on the staff matters of the employees of the Ministry and its Attached/Subordinate offices.	Director	Welfare Asstt/Welfare Officer
15.	Grants of special casual leave to the players for participation in the sports events organized by the Central Civil Services Cultural and Sports Board,	Director	Welfare Asstt/Welfare Officer
16.	Various Staff Welfare activities.	Director	Welfare Asstt/Welfare Officer
17.	Implementation of Family Welfare Programme.	Director	Welfare Asstt/Welfare Officer

**13. URBAN DEVELOPMENT-I DESK,  
ADMINISTRATIVE MATTERS OF TCPO.**

<b>Sl. No.</b>	<b>Category of Cases</b>	<b>Level of Final Disposal</b>	<b>Channel of Submission</b>
1.	Framing of recruitment rules for Gr. 'A' and Gr. 'B' Posts in TCPO	Minister	SO/US/Dir/JS/Secy
2.	Appointment / promotion / retirement to Gr.'A' Posts in TCPO	-do-	-do-
3.	Training /Deputation of officers in abroad.	-do-	-do-
4.	No objection for extension of deputation of TCPO officers / officials.	Minister / Secretary	-do-
5.	Appointment / promotion / retirement to Gr.'B' Posts in TCPO	JS (UD)	SO/US/Dir
6.	Training /Deputation of Gazetted officers below the level of DS.	Minister / Secretary	SO/US/Dir/JS/Secy
7.	Forwarding of application for Gr.'A' posts within India	Secretary	SO/US/Dir/JS
8.	Holding DPC meetings, etc.	Member UPSC / Add. Secy / JS (UD)	-do-
9.	Framing of recruitment rules for Gr. 'C' Posts in TCPO	JS (UD)	SO/US/Dir
10.	Cadre Review matters	Secy /JS (UD)	-do-
11.	Inter Departmental consultations such as with UPSC/ Ministry of Finance / DoP & T/ Ministry of Law, etc.	JS (UD)	SO/US/Dir
12.	Budget related matters of TCPO	JS (UD)	-do-
13.	Court Cases pertaining to establishment matters of TCPO	Secretary / JS (UD)	SO/US/Dir/JS
14.	Periodical Reports / Returns	Dir (UD)	SO / US
15.	Other Misl. matters	JS (UD)	S.O / US/ Dir

## URBAN DEVELOPMENT-I DESK, UIDSSMT SCHEME

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Annual Action Plan	Secretary	SO / US/ Dir/ JS(M)
2.	State Level Sanctioning Committee Meetings	JS (Mission) /Dir	SO/US /Dir
3.	Appraisal of DPRs	JS (M) / Dir	SO / US/ Dir
4.	Forwarding comments to the State Governments / SLNAs	Dir (UIDSSMT)	SO / US
5.	Signing of MoAs with State Govt.	JS (M)	SO / US/ Dir
6.	Proposal recommending to Ministry of Finance for Release of ACA	Secretary	SO / US/ Dir/ JS(M)
7.	Review of Progress (physical and finance of projects & on reform agenda)	JS (M)	SO / US/ Dir
8.	Monthly Review of the Scheme	Secretary	SO / US/ Dir/ JS(M)
9.	P.M.'s Review	-do-	-do-
10.	Parliament Standing Committee Review	-do-	-do-
11.	Periodical Review by M/o Finance and Planning Commission	-do-	-do-
12.	Matters relating to allocation of funds	Minister / Secy	SO / US/ Dir/ JS(M)/Secy
13.	Budgetary matters of the Scheme	Secretary	SO / US/ Dir/ JS(M)
14.	Submission of Updated Status	JS (M)	SO / US/ Dir
15.	Parliament Questions (Starred)	Minister	SO / US/ Dir/ JS(M)/Secy
16.	Parliament Questions (Unstarred)	Minister	SO / US/ Dir/ JS(M)
17.	Representation of general public / M.P / VIP	Minister	SO / US/ Dir/ JS(M)/Secy
18.	Other Misc. matters	JS (M)/Dir	SO / US/ Dir

## 14. URBAN DEVELOPMENT-II DESK

Sl. No.	Category of Cases	Level of Final Disposal	Channel of submission
1.	World bank assisted Urban Development Projects	Secretary	US/Dir/JS
2.	Asian Development Bank assisted projects	Secretary	US/Dir/JS
3.	Projects under Bilateral assistance	Secretary	US/Dir/JS
4.	JBIC assisted Urban Development Projects	Secretary	US/Dir/JS
5.	Barrier free built access to disabled and elderly persons -- Routine Matters -- Matters involving Policy issues	JS/ Secretary	US/Dir US/Dir/JS
6.	Visit abroad by Ministers of State Govts. in connection with subjects handed by the Desk	Minister	US/Dir/JS/S
7.	Visit abroad by Senior officer of Central Government in connection with subjects handed by the Desk	Minister	US/Dir/JS
8.	Visit abroad by Senior officer of State Government in connection with subjects handed by the Desk	Secretary	US/Dir/JS
9.	Commercialisation of Urban Infrastructure – Foreign Direct Investment	Secretary	US/Dir/JS
10.	Tax Free Municipal Bonds	Secretary	US/Dir/JS
11.	Pooled Finance Development Fund Scheme	Secretary	US/Dir/JS
12.	National Urban Infrastructure Fund	Secretary	US/Dir/JS
13.	Matters relating to Special Economic Zones (SEZs)	Secretary	US/Dir/JS
14.	Matters relating to Disaster Management	Secretary	US/Dir/JS
15.	Matters relating to World Urban Forum (WUF)	Secretary	US/Dir/JS
16.	Matters relating to Cities Alliance	Secretary	US/Dir/JS
17.	Working Group and Steering Committee on Five Year Plans	Secretary	US/Dir/JS
18.	Indo-Japan matters – Indo-Japan Working Group on Urban Development	Secretary	US/Dir/JS
19.	Board Meetings of National Trust	JS	US/Dir
20.	Misc. Conferences/Workshops/ Seminars Regional/National/International	JS/ Secretary	US/Dir
21.	Parliamentary Matters	Secretary	US/Dir/JS
22.	Parliament Question --Unstarred Question --Starred Question	MoS UDM	US/Dir/JS US/Dir/JS/S
23.	Asian Development Bank assisted NERUDP -- Routine Matters Matters involving Policy issues	JS Secretary	US/Dir US/Dir/JS

### 15. URBAN DEVELOPMENT -III DESK

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Representation from general public forward by MPs/VIPs	Minister	US/Dir/JS/Secy
2.	Parliamentary matters and Parliament Committee matters	Minister	US/Dir/JS/Secy
3.	Unstarred Parliamentary Questions	MOS	US/Dir/JS/Secy
4.	Starred Parliamentary Questions	Minister	US/Dir/JS/Secy
5.	Sanction of Projects - 10% Lumpsum Provision Scheme for development of North Eastern Region including Sikkim	Minister/Secretary	US/Dir/JS/Secy
6.	National Urbanisation policy/Urban Environment	Secretary	US/Dir/JS/Secy
7.	Scheme for Urban Infrastructure Development in Satellite Towns/Counter magnets of Million plus cities.	Minister	US/Dir/JS/Secy

## 16. URBAN TRANSPORT DIVISION (UT)

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Representation from general public forwarded by MPs/VIPs	Minister	US/DS or Director/OSD(MRTS)/ Secretary
2.	Parliamentary matters and Parliamentary Committee matters	-do-	-do-
3.	Starred Parliamentary Questions	-do-	-do-
4.	Unstarred Parliamentary Questions	MoS/UD	US/DS or Director/OSD(MRTS).
5.	Sanction of Urban Transport projects	Minister/Secretary	-do-
6.	Deputation of officers abroad under various external assistance schemes i) From the Ministry of UD  ii) From State Govts.	Minister  Secretary	US/DS or Director/OSD(MRTS)/ Secretary. US/DS or Director/OSD (MRTS)
7.	Urban Transport Planning and policy issues	Secretary/Minister (as the case may be)	US/DS or Director/OSD(MRTS)
8.	Urban transport capacity building issues like training, Centres of excellence, grant to IUT, Research proposals etc.	Secretary	US/DS or Director/OSD(MRTS)
9.	In principle approval for proposals from States for studies etc. under Urban Transport planning scheme	OSD(MRTS)	US/DS or Director
10.	Urban Transport's other matters	OSD(MRTS)	US/DS or Director
11.	Release of funds as per sanction order	OSD(MRTS)	US/DS or Director.

## 17. URBAN CEILING UNIT

<b>Sl. No.</b>	<b>Category of Cases</b>	<b>Level of Final Disposal</b>	<b>Channel of Submission</b>
1.	Legislation proposals relating to Rent Act/ Apartment Ownership Act/ULC Act	Minister	SO/DS/JS/Secy
2.	Reply in respect of Miscellaneous Representations from general public received through VIPs/MPs	Minister	SO/DS/JS
3.	Cases involving interpretation of the provisions of the Acts	JS	SO/DS
4.	Matters relating to Court cases	JS	SO/DS
5.	Calling for information /reports from State Govts on the representations received from the State Govts.	DS	SO
6.	Reply in respect of representations received from general public direct	DS	SO

**18. URBAN COMMUNITY DEVELOPMENT/LOCAL SELF GOVERNMENT SECTION – (UCD/LSG)**

<b>Sl. No.</b>	<b>Category of Cases</b>	<b>Level of Final Disposal</b>	<b>Channel of Submission</b>
<b>1</b>	<b>Parliament Matters</b>		
1.1	Starred Parliament Questions	UDM	SO/US/Dir/JS/Secy
1.2	Parliamentary Committee matters	UDM	SO/US/Dir/JS/Secy
1.3	Unstarred Parliament Questions	MOS	SO/US/Dir/JS
1.4	Parliament Assurances	MOS	SO/US/Dir/JS
<b>Legislative Proposals/VIP References, etc</b>			
2.	Legislative proposals received from State Govts	UDM	SO/US/Dir/JS/Secy
3.	Legislative proposals initiated by the Ministry	-do-	-do-
4.	Misc representations from general public forwarded by VIPs/MPs	-do-	-do-
5.	Preparation of model Property Tax legislation	Secy	SO/US/Dir/JS
<b>6.</b>	<b>Regional Centres for Urban &amp; Environmental Studies</b>		
6.1	Policy matters in regard to the status of existing Centres and opening of new such Centres	UDM	SO/US/Dir/JS/Secy
6.2	Proposals for conducting Research Studies and release of funds	Secy	SO/US/Dir/JS
6.3	Approval of Work Programme	JS	SO/US/Dir
6.4	Formulation and finalization of budget	-do-	-do-
6.5	Release of grant-in-aid	JS/JS&FA	SO/US/Dir

7.	<b>Meetings of Central Council for Local Government &amp; Urban Development</b>		
7.1	Convening of meetings	UDM	SO/US/Dir/JS/Secy
7.2	Approval of resolution adopted at the meeting	Secy	SO/US/Dir/JS
7.3	Proceedings of meetings	JS	SO/US/Dir
7.4	Follow up action	Dir	SO/US
8.	<b>Twining of Indian cities with foreign cities</b>		
8.1	Decisions relating to policy issues of guidelines for twining	UDM	SO/US/Dir/JS/Secy
8.2	Approval of proposals for twining links	-do-	-do-
9.	<b>Matters relating to NIUA</b>		
9.1	Policy matters	UDM	SO/US/Dir/JS/Secy
9.2	Release of Grants-in-aid	JS/JS&FA	SO/US/Dir
9.3	Miscellaneous Matters	US	SO
9.4	Calling for information on various matters	SO	--
10.	<b>Research in Urban &amp; Regional Planning (Plan Scheme)</b>		
10.1	Preparation of Budget Estimate	JS	SO/US/Dir
10.2	Approval of Proposals	RAC(Research Advisory Committee headed by Secy)	SO/US/Dir/JS
10.3	Release of grants-in-aid	JS/JS&FA	SO/US/Dir

11.	<b>National Urban Information System (NUIS) Scheme (Plan)</b>		
11.1	Importance decisions about implementation of the scheme	Technical Advisory Committee headed by JS	SO/US/Dir
11.2	Budget estimates	JS	SO/US/Dir
11.3	Release of grants-in-aid	JS/JS&FA	SO/US/Dir
12.	<b>Matters relating to Foreign Deputation</b>		
12.1	Approval to the proposals received from Department of Economic Affairs, Ministry of Finance regarding deputation of Ministers-in-charge of Local Self-Government/Urban Development of various States to foreign countries in connection with LSG/UD matters	UDM	SO/US/Dir/ JS/Secy
12.2	Approval to the proposals received from Department of Economic Affairs, Ministry of Finance regarding deputation of officers/representatives of various State Govts/ULBs to foreign countries in connection with LSG/UD matters	Secretary	SO/US/Dir/JS
13.	<b>Miscellaneous Matters</b>		
13.1	Miscellaneous matters other than policy matters	US	SO
13.2	Miscellaneous representations from general public received direct	Dir/US	SO

## 19. WORKS DIVISION

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Cadre review of Gr.(A) and (B) Services/Officer of CPWD.	Minister	US/Dir/AS/Secy
2.	Cadre review of Gr.'C' & 'D'.	-do-	DO/Dir/AS./Secy
3.	Creation of posts in the CPWD/PWD Of Union Territories (not covered by delegated powers of Ministry).	-do-	US/Dir/AS/Secy
4.	Appointment of Arbitrators in Min. of UD	-do-	US/Dir/AS/Secy
5.	Preparation of panel for Group 'A' Officers in the CPWD making reference to UPSC (where relaxation of RRs involved).	-do-	US/Dir/AS/Secy
6.	Making reference to DOPT for approval of the ACC in respect of selection grade S.E.s, CEs/CAs, ADG & DG(W).	-do-	US/Dir/AS/Secy
7.	Posting and transfers of ADG(W)/CEs./SEs level officers	-do-	US/Dir/AS/Secy
8.	RRs for Gr. 'A' posts in CPWD notify-cation, amendment and relaxation.		US/Dir/AS/Secy
9.	Disciplinary cases of Gr.'A' Officers.	-do-	US/Dir/AS/Secy
10.	Forwarding of applications of Gr.'A' officers of CPWD for foreign training where M/o U.D. is not the nodal Ministry.	-do-	US/Dir/AS/Secy
11.	Foreign assignments of Gr.'A' Officers issue of sanction.	-do-	US/Dir/AS/Secy
12.	Appointment/promotion to Gr.'A' posts in CPWD.	-do-	US/Dir/AS/Secy
13.	Acceptance of resignation of Gr.'A' Minister Officers of CPWD	-do-	US/Dir/AS/Secy
14.	Acceptance of Vol. retirement of Gr.'A' officers of CPWD.		US/Dir/AS/Secy
15.	Taking of commercial employment with in two years of retirement of Gr.'A' officers of CPWD.	-do-	US/Dir/AS/Secy
16.	Relaxation of Modal Rules.	-do-	US/Dir/AS/Secy
17.	Amendments/review of Rajghat Samadhi Act/Rules/By Laws.	-do-	US/Dir/AS/Secy
18.	Policy matters connected with Samadhis.	-do-	US/Dir/AS/Secy
19.	Recognition of Unions/Association of Group 'C' & 'D' Ministerial work charged staff.	-do-	DO/Dir/AS/Secy

20.	Sanction of prosecution of the official concerned in the CPWD for violation of Contract labour (Regulation and Abolition) Act., 1970 and Rules made there under and other labour Laws.	-do-	DO/Dir/AS/Secy
21.	Policy relating to Construction of General pool accommodation.	Secy	US/Dir/AS
22.	Delegation of powers.	Secy	US/Dir/AS
23.	R.R.s for Gr.'B' post in CPWD – framing, Amendments and relaxation.	UDM	US/Dir/AS/Secy
24.	Empanelment of officers of CPWD for tenure appointments in Sectt. – Sending Recommendations to DOPT.	UDM	US/Dir/AS/Secy
25.	PAC Paras.	UDM	US/Dir/AS/Secy
26.	Creation of post in the CPWD, PWD of Union Territories (covered by delegated powers).	UDM	US/Dir/AS/Secy
27.	Reference from various Ministries/Department reg. entrusting the works to Public Works Organisation.	UDM	US/Dir/AS(UD)
28.	References from other Ministries/Department for setting up their own Engineering Wing.	AS(UD)	US/Dir/AS(UD)
29.	Review/Fixation of Departmental charges.	Secretary	US/Dir/AS(UD)
30.	Emergency Work.	AS(UD)	US/Dir/AS(UD)
31.	Emergency Work.	AS(UD)	US/Dir/AS(UD)
32.	Annual Plan Proposals.	AS(UD)	US/Dir/AS(UD)
33.	Policy relating to Additions/alterations to existing Type I to IV quarters.	AS(UD)	US/Dir/AS(UD)
34.	Write – Off of losses with financial concurrence relating to Gr. 'C' & 'D' and UT employees(with the concurrence of Finance Division)	-do-	Do/Dir
35.	Arbitration matters.	-do-	Do/Dir
36.	Amendments to CPWD Code. (in consultation with D/Legal Affairs and Fin. Div.)	-do-	Do/Dir
37.	Action taken Notes on CAG Audit Paras.	-do-	Do/Dir
38.	Foreign collaboration proposals.	-do-	Do/Dir
39.	Transfer of persons from work charged establish-Meant to the regular establishment and vice versa.	do-	Do/Dir

40.	Preparation of Action taken notes on the items of the agenda for the Departmental Council Meetings.	-DO-	-do-
41.	Relaxation of rules relating to Scales of the uniforms for various categories of the employees in CPWD for which administrative Ministry is Competent. ( with concurrence of the Fin. Div.)	Addl Secy	DO/Dir
42.	Issue of eligibility certificate in r/o foreign national employed by CPWD in Group 'C' & 'D'.	Addl Secy	DO/Dir
43.	Notification of minor amendments to R.Rs such as change in scale of pay number of Posts, minor correction etc.	Addl Secy	DO/Dir
44.	Preparation of Panel for Gr. 'A' officers in the CPWD making references to UPSC. (Where no relaxation is involved).	Addl Secy	<u>US/Dir/AS(UD)</u>
45.	Making references to DOPT on important establishment matters.(not covered by powers delegated to DG(W)).	Addl Secy	<u>US/Dir/AS(UD)</u>
46.	Making references to Ministry of Law reg. Court cases involving policy issues.	Addl Secy	<u>US/Dir/AS(UD)</u>
47.	Establishment matters relating to UTs.	Addl Secy	<u>US/Dir/AS(UD)</u>
48.	Allowing extension of deputation for fifth year for group 'A' Officers of CPWD as lending authority.	Minister	US/Dir/AS
49.	R.Rs for Gr.'C' and 'D' posts in the CPWD- Minister Framing of amendment and relaxation.	Minister	DO/Dir/AS/Secy
50.	Declaring officers of CPWD as Head of Deptt. after decision by Management Committee.	Addl Secy	US
51.	Giving notional benefit of increment/pay underFR-25 to Gr.'B' Officers.	-do-	-do-
52.	Acceptance of intimation of Gr.'A' officers of CPWD (beyond the powers delegated to DG(W)Reg. Gifts, acquisition/disposal of immovable Property	Addl Secy	US
53.	Granting permission to CPWD officers for renting out accommodation to foreign nationals/firms, Nationals/forms.	Addl Secy	US
54.	Court cases relating to Gr.'C' & 'D' employees of CPWD – vetting of counter reply.	-do-	DO/Dir
55.	Grants-in-aid to Rajghat Samadhi Committee.	Secretary	US/Dir

56.	Court cases relating to Gr.'A' officers of CPWD and referred to Ministry for approval of counter Affidavit.	Director	US/Dir
57.	Budget matters relating to establishment of PWDs of Union Territories	Director	US
58.	Issue of orders for training of Group 'A' officers of CPWD in foreign countries where the proposals	Fin Div	US/Dir
59.	Disciplinary cases of Gr.'C' & 'D' employees and work charged staff review petition.	Minister	DO/Dir/AS

## 20. DELHI DIVISION

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	All Policy matters	Minister	US/Dir/JS/Secy
2.	All cases relating to enactment of and amendments to Acts concerning Delhi Division.	-do-	-do-
3.	All cases relating to framing of and amendments to the rules under the Acts being dealt with in the Delhi Division	-do-	-do-
4.	All matters involving approval of the President/Central Government under various stages being dealt within Delhi Division	-do-	-do-
5.	Constitution of Committees under Govt. Orders for specific purposes	-do-	-do-
6.	Reorganisation of Delhi set-up and matters connected therewith	-do-	-do-
7.	Laying of papers on the Table of the Lok Sabha/Rajya Sabha	-do-	-do-

### N.B

All other matters, excepting those which in the opinion of Joint Secretary are important to be brought to the notice of Secy/Minister for information/orders, will be disposed of at the level of Joint Secy. Cases involving routine correspondence with various organizations and departments of the Govt.of India until the case is ripe for decision will be carried out at the level of the US/Director.

## 21. PHE DIVISION

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Formulation of policy relating to Urban Water Supply & Sanitation.	Minister	CPHEEO/SO/US/Dir/JS/ Secy
2.	Parliament matters-assurance.	Minister	SO/US/Dir/JS/ Secy
3.	Desalination Plants.	Minister	CPHEEO/SO/US/Dir/JS/ Secy
4.	Accelerated Urban Water Supply Programme (AUWSP).	Secy	CPHEEO/SO/US/Dir/JS
5.	Solid Waste Management in Air Field Towns.	- do -	- do -
6.	Urban Water Supply & Sanitation Projects State Governments & UTs for external assistance.	- do -	CPHEEO/US/Dir/ JS
7.	Deputation of officials from the Ministry/State Govts. And UTs for PHE Trg. Programme, study tours and workshops abroad.	Minister/ Secy(UD)	SO/US/Dir/JS
8.	PHE Conferences/ Seminars held in India – assistance reg.	JS	CPHEEO/SO/US/Dir
9.	Grants-in-aid for posts graduate, short term, refresher training courses or public, Public Health Engineering Seminars/ Workshops, setting up of training Institutes etc.	JS	- do -
10.	Recognition of Institutes for P.G./Short Term/Refresher courses in PHE.	JS	- do -
11.	Recognition of Institute for P.G./Short Term/ Refresher course in PHE.	JS	CPHEEO/SO/US/Dir
12.	Monitoring and Management information system.	JS	CPHEEO/SO/US/Dir
13.	Proposals for UTs for administrative approval of Urban Water Supply & Sanitation Scheme.	Secretary(UD)	CPHEEO/SO/US/Dir/JS

**22. CENTRAL PUBLIC HEALTH ENVIRONMENTAL  
ENGINEERING ORGANISATION—(CPHEEO)**

<b>Sl. No.</b>	<b>Category of Cases</b>	<b>Level of Final Disposal</b>	<b>Channel of Submission</b>
1.	Formulation policies, strategies, guidelines relating to Urban Water Supply & Sanitation including Solid Waste Management.	Minister	CPHEEO/SO or US/Dir/JS/Secy
2.	Parliament matters-assurances.	Minister	-do-
3.	Accelerated Urban Water Supply Programme (Now being subsumed in UIDSSMT).	JS/ Secy	CPHEEO/US/Dir/JS/ Fin Div
4.	Solid Waste Management in IAF Air Field Towns	Secy	-do-
5.	Urban Water Supply & Sanitation Projects, State Governments & UT's for external assistance.	-do-	CPHEEO/SO/Dir/JS
6.	Deputation of officials from the Ministry/State Govts. and UTs for PHE Trg. Programme, study tours and workshops abroad.	Minister	SO/Dir/JS/ Fin Div
7.	PHE Conferences/ Seminars held in India-assistance regarding	Secy	CPHEEO/SO or US/Dir/Fin Divn
8.	Grants-in-aid for posts graduate, short terms, refresher training courses on Public Health Engineering Seminars/Workshops setting up of training Institutes etc.	-do-	CPHEEO/SO/Dir/JS
9.	Grants-in-aid for Research & Development Activities.	-do-	CPHEEO/Sc.O./Dir/JS/ Fin Divn
10.	Recognition of Institutes for P.G./short term refresher courses in PHE.	-do-	CPHEEO/SO/Dir
11.	Monitoring and Management information system.	JS	CPHEEO/SO/orUS/Dir
12.	Proposals for UTs for Administrative approval of Urban Water Supply & Sanitation Scheme where the Legislative Assembly is not available.	Secy	SO/AA/DA/JA
	Technical approval of urban water supply scheme where the Legislative Assembly is available.	Adviser(PHE)	-do-
	Proposal for UTs Technical approval of urban water supply scheme where the Legislative Assembly is not available.	-do-	-do-

13.	Technical clearance of urban water supply, sanitation and solid waste management scheme for LIC/Special Central Assistance, ACA/External assistance.	Adviser(PHEE)	AA/DA/JA
14.	Preparation of technical manual/Guidelines.	Expert Committee Adviser (PHEE)	Sc.O. or AA/DA/JA
15.	Collection of technical information.	Adviser(PHEE) DA	SO/AA/Sc.O./DA/JA
16.	Nomination for PG/RC/STC Courses in PHE.	Adviser(PHEE)	SO/AA/Sc.O./DA(T)/JA
17.	Participation and sharing of the technical information with other Ministries/Organisation etc.	-do-	SO/AA/Sc.O./DA(T)/JA
18.	Formulation of Action Plans with WHO/ODA Assistance & their implementation.	JS/Adviser (PHEE)	SO/AA/Sc.O./DA/JA
19.	MIS in U.W.S&S (Collection of requisite information from State Departments).	-do-	SO/AA/Sc.O./DA/JA
20.	Preparation of technical Manuals/Guidelines.	-do-	Sc.O./AA/DA/JA
21.	Technical appraisal of urban water supply, sanitation, solid waste management and storm water drainage schemes under JNNURM.	CSMC/JS(UD)/ Adviser (PHEE)	AA/DA/Adviser(PHEE)
22.	Technical appraisal of State Level urban water supply, sanitation, solid waste management and storm water drainage schemes under UIDSSMT.	State Level Sanctioning Committee (SLSC)/ JS(UD)/ Adviser(PHEE)	AA/DA/Adviser(PHEE)

### **Abbreviations**

**Secy** – Secretary(UD )

**JS** - Joint Secretary

**Dir**- Director/Deputy Secretary

**SO**- Section Officer

**JA**- Joint Adviser

**CSMC** – Central Sanctioning & Monitoring Committee

**JICA** – Japan International Co-operation Agencies.

**DA**- Deputy Adviser

**(T)**- Training

**AA** – Assistant Adviser

**Sc.O.** – Scientific Officer

### 23. JAWAHARLAL NEHRU NATIONAL URBAN RENEWAL MISSION (JNNURM)

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	City Development Planning - all the technical and knowledge content that goes into City Development Planning; and matters related thereto including:	Secy (UD)	DA/SO(N-I)/US(N-I)/DS (N-I)/JS&MD/ Secretary (UD)
2.	Appraisal of CDPs (1st round), parameters & standards, analysis of experience and actions thereof  Making CDP a living document, preparation of revised toolkits Immediate improvements in financial & institutional development plans Preparation of sectoral master plans Interface with appraisal agencies, their roles & performance management	Secy (UD)	DA/SO(N-I)/US(N-I)/DS (N-I)/JS&MD/ Secretary (UD)
3.	MIS & PMES; and matters related thereto including:  i) Analysis of all key management information needs of Mission Directorate and systems  ii) Existing MIS performance management, PMES development, O&M, user training	JS&MD	DA/SO(N-I)/US(N-I)/DS(N-I)/JS&MD
4.	Hardware procurement, space / facility / site preparation, Vendor interface	Secy (UD)	DA/SO(N-I)/US(N-I)/DS (N-I)/JS&MD/ Secretary (UD)
5.	Capacity Building; and matters related thereto including:  i) Engagement and deployment of Hub and Network Institutions  ii) Capacity Building proposals / training / activities from the Mission  iii) Knowledge Centre on the JNNURM website  iv) PEARL and their Knowledge Managers  v) Municipal Cadre, other staffing, HRM and OD reforms	Secy(UD)	DA/SO(N-I)/US(N-I)/DS (N-I)/JS&MD/ Secy(UD)

6.	Financial Reforms; and matters related thereto including: i) MFIP recommendations and follow-up actions by partner institutions ii) Measures for leveraging institutional finance, Credit Rating iii) CAG & ICAI related initiatives	-do-	-do-
7.	Communication; and matters related thereto including: i) Website development & Maintenance	JS&MD	DA/SO(N-I)/US(N-I)/DS (N-I)/JS&MD
8.	Plan & Budget for Sub-Mission I: A&OE related to Sub-Mission I Directorate	JS&MD	DA /SO (N-I)/US(N-I)/DS (N-I)/JS&MD
9.	Setting up and operationalisation of Programme Implementation Units at City level and Programme Monitoring Unit at State level	CSMC Secy (UD)	DA/SO (N-II)/US(N-II)/DS (N-II)/JS&MD
10.	Dissemination of good practices in project implementation	JS&MD	-do-
11.	Analysis of reports of IRMA and other inputs - feeding the same into CSMC / reviews and other decision making processes	-do-	-do-
12.	Coordination; and matters related thereto including: Intra Ministerial	-do-	-do-
13.	Coordination matters - Inter Ministerial, PMO, National Steering Group(NSG)	Secy(UD)	DA/SO(N-II)/US(N-II)/DS(N-II)/JS&MD/ Secretary (UD)
14.	Parliament Questions, Parliamentary Standing Committee	Minister Secy (UD)	DA/SO(N-II)/US(N-II)/DS(N-I)/JS&MD Secretary (UD)
15.	All residual matters	JS&MD DS(N-II)	DA/SO(N-II)/US(N-II)/DS(N-II)/JS&MD
16.	Project Preparation and Sanction; and matters related thereto including: 1. Project preparation toolkits, guides, processes, empanelment, training - for project preparation 2. Project sanctioning process, scheduling of CSMC, processes, preparation of minutes of meetings	Secy (UD)/ JS&MD	DA/SO(N-III)/US(N-III)/Dir(NII)/JS&MD/ Secy(UD).
17.	Initial fund release a) UptoRs.100 Crore b) Above 100 crore.	Secy (UD) Minister	-do-
18.	Fund releases, subsequent releases	CSMC	DA/SO(N-III)/US(N-III)/Dir(N-III)/JS&MD

19.	Reforms Agenda and Mo As (Reforms Monitoring Cell at Mission Directorate); and matters related thereto including: i) Deployment and oversight of reform appraisal agencies' work ii) New elements of reforms	JS&MD	-do-
20.	Preparation & dissemination of guidance / advisory / model laws / approaches from MoUD	Secy(UD)	DA/SO(N-III)/US(N-III)/ Dir(NII)/JS&MD/ Secy(UD)
21.	Identification and dissemination of good practices in implementing reforms	JS&MD	DA/SO(N-III)/ US(NIII)/ Dir (N-HI)/JS&MD
22.	Analysis of reports of RAAs and other inputs -feeding into CSMC / reviews and other decision making processes	-do-	-do-
23.	Preparation and dissemination of guidance, advisory & model laws for TAG & Community Participation Fund	-do-	-do-
24.	Special events, general seminars (Special requests like PPAIF, CDIA, India USP, ICAP/IDFC/Euro-India, etc.)	Secy(UD)	DA/SO(N-III)/US(N-III)/ Dir(NII)/JS&MD/ Secy(UD)
25.	RTI; and matters related thereto	US(N-III)	DA/SO(N-III)/US (N-III)
26.	World Bank Capacity Building TA - project preparation support	JS&MD	DA/SO(N-III)/US(NIH)/ Dir (N-III)/JS&MD
27.	Mass communication, media strategy	-do-	-do-
28.	Print media, advertisements.	-do-	-do-

## 24. PRINTING STATIONERY AND PUBLICATION (PSP) DIVISION

Sl. No.	Category of Cases	Level of Final Disposal	Channel of Submission
1.	Matters relating to recognition of Union	Minister	US/DS/JS/Secy
2.	All matters relating to important Policy decision	Minister	US/DS/JS/Secy
3.	Appointments to Gr. 'A' Posts	Minister	US/DS/JS/Secy
4.	Matters pertaining to PAC / Estimates Committee and other Parliamentary Committees	Secretary	US/DS/JS
5.	*RRs. For Gr. 'A' & Gr. 'B' Posts notification, amendment & relaxation	Minister	US/DS/JS
6.	Intimation under CSS(Conduct) Rules in respect of Gr. 'A' officers	Secretary	US/DS/JS
7.	Policy regarding contracts /conditions of contracts.	Secretary	US/DS/JS
8.	* RRs. For Gr. 'C' & Gr. 'D' posts framing, amendments and relaxation	JS	US/DS
9.	Procurement / Supply of paper to Govt. Presses and other Govt. Offices	UDM/Secy/JS**	AD(S)/DS
10.	Import / replacement of machines in Govt. of India Presses	UDM/Secy/JS**	AD(S)/DS
11.	Construction of buildings for Godowns / Govt. of India Presses	JS	US/DS
12.	Court cases	JS/Secy	US/DS
13.	Finalization of tenders for stationery store	UDM/Secy/JS**	AD (S)/DS
14.	Matters relating to 5 year Plans and Annual Action Plan	JS	US/DS
15.	Audit and Accounts matters	JS	US/DS
16.	Budget of Govt. of India Presses	JS	US/DS

**\*Framing of important amendment to RRs for the post of Director of Printing, Controller of Stationery and Controller of Publication shall require the approval of Minister.**

**\*\* As the case may be in terms of Ministry of Finance, Department of Expenditure's notification dated 16.9.2003.**